



**PERFORMANCE WORK STATEMENT (PWS)**

**DEPARTMENT OF VETERANS AFFAIRS  
Records Center and Vault**

**Fire Pump Weekly Inspection and Testing  
VA118A-13-Q-0374**

**Date: August 15, 2013  
PWS Version Number: 2.0**

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**1.0 BACKGROUND**

The mission of the Department of Veterans Affairs (VA), Records Center and Vault (RCV) is to provide records storage and management services to the VA and other Government agencies. RCV requires contractor support to test and inspect the fire pump system supporting the facility fire sprinkler system. The fire pump is owned and maintained by the owner and landlord of the caves leased by VA. VA has the responsibility to have the fire pump system inspected and to notify the landlord of any required repairs or services. This contract is for weekly inspection and testing of the non-VA owned fire pump.

**2.0 SCOPE OF WORK**

Perform weekly inspections and testing in accordance with all applicable National Fire Protection Association (NFPA) regulations for non-VA owned fire pump equipment as follows:

Manufacturer: Aurora Model 481, Size 5-481-11C, 1000 GPM, 120 PSI, 3560 PRM, Serial # 01-249115

Motor Manufacturer: Marathon, 100 HP, 3550 RPM, 120 FLA, 460 V, Serial # 8850-1/8-02

Controller Manufacturer: Joslyn Clark, Model 10630, Serial # 208612-01

**3.0 PERFORMANCE DETAILS**

**3.1 PERFORMANCE PERIOD**

The period of performance shall be October 1, 2013 through September 30, 2014 with four 12-month option periods.

Any work at the Government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).

**3.2 PLACE OF PERFORMANCE**

Tasks under this PWS shall be performed in the following VA facility:

Department of Veterans Affairs (VA)  
Records Center and Vault (RCV)  
11693 Lime Kiln Drive  
Neosho, MO 64850-1950

Contractor shall travel to VA facility to perform all inspections and maintenance. Travel expenses shall not be reimbursed. Contractor shall provide on-site services on normal Federal Government workdays during core hours of 0800-1630 Central Time.

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**4.0 SPECIFIC TASKS AND DELIVERABLES**

Contractor shall provide all labor, tools, and equipment to perform deliverables unless otherwise noted. All work shall be performed in compliance with all applicable industry standards and equipment manufacturer requirements. Contractor is responsible for cleanup and disposal of spills and waste items generated in performance of duties. Disposal shall be in accordance with all federal, state, local, Environment Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and other relevant guidelines.

**4.1 INSPECTION SERVICES**

Contractor shall provide weekly fire pump inspections and testing services for non-VA owned fire pump equipment to meet NFPA 25, Table 8.1 and Chapter 8.3.2.

Maintenance services are excluded from the contract; however, the contractor shall submit a list of all needed repairs revealed during the inspection and testing to the VA Contracting Officer's Representative (COR) along with the test reports prior to leaving the site.

All inspections and testing shall be performed by a qualified technician, whose credentials shall be submitted to the Contracting Officer's Representative (COR) prior to acceptance of the contract and each time the technician performing the work changes.

Contractor shall verify with the VA COR the facilities' fire suppression system has been placed on test prior to beginning services.

Contractor shall return system to full operational condition following testing and prior to leaving the site.

**4.2 REPORTING REQUIREMENTS**

The Contractor shall provide the COR with weekly inspection and testing results in accordance with NFPA standards delivered to the COR after each service and prior to leaving the site.

The Contractor shall also provide the COR a current list of qualified technicians and their credentials prior to the first weekly inspection. The Contractor shall provide an updated list each time the technician performing the work changes.

**Deliverables:**

- A. Weekly inspection and testing report
- B. List of qualified technicians

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- 1) WHEN APPLICABLE: A listing of all needed repairs or areas of concern revealed during the inspection and testing delivered to the COR after each service and prior to leaving the site.

**5.0 NON-DISCLOSURE**

Each on-site contractor must sign a non-disclosure statement acknowledging that he/she will not disclose any information gleaned about the VA or the Neosho facility during the quarterly maintenance and inspection service calls.

**ADDENDUM A**

**6.0 PHYSICAL SECURITY & SAFETY REQUIREMENTS**

The Contractor and their personnel shall follow all VA policies, standard operating procedures, applicable laws and regulations while on VA property. Violations of VA regulations and policies may result in citation and disciplinary measures for persons violating the law.

1. The Contractor and their personnel shall wear visible identification at all times while they are on the premises.
2. Smoking is prohibited inside/outside any building other than the designated smoking areas.
3. Possession of weapons is prohibited.
4. The Contractor shall obtain all necessary licenses and/or permits required to perform the work, with the exception of software licenses that need to be procured from a Contractor or vendor in accordance with the requirements document. The Contractor shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract.

**7.0 CONFIDENTIALITY AND NON-DISCLOSURE**

The Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations.

1. The VA Contracting Officer will be the sole authorized official to release in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. The Contractor shall release no information. Any request for information relating to this contract presented to the Contractor shall be submitted to the VA Contracting Officer for response.
2. Contractor personnel recognize that in the performance of this effort, Contractor personnel may receive or have access to sensitive information, including information

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provided on a proprietary basis by carriers, equipment manufacturers and other private or public entities. Contractor personnel agree to safeguard such information and use the information exclusively in the performance of this contract. Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations as enumerated in this section and elsewhere in this Contract and its subparts and appendices.

3. Contractor shall limit access to the minimum number of personnel necessary for contract performance for all information considered sensitive or proprietary in nature. If the Contractor is uncertain of the sensitivity of any information obtained during the performance this contract, the Contractor has a responsibility to ask the VA Contracting Officer.

4. Contractor shall train all of their employees involved in the performance of this contract on their roles and responsibilities for proper handling and nondisclosure of sensitive VA or proprietary information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information shall be used for the profit of any party other than those furnishing the information. The sensitive information transferred, generated, transmitted, or stored herein is for VA benefit and ownership alone.

5. Contractor shall maintain physical security at all facilities housing the activities performed under this contract, including any Contractor facilities according to VA-approved guidelines and directives. The Contractor shall ensure that security procedures are defined and enforced to ensure all personnel who are provided access to patient data must comply with published procedures to protect the privacy and confidentiality of such information as required by VA.

6. Contractor must adhere to the following:

a. All terminated personnel are denied physical and electronic access to all data, program listings, data processing equipment and systems.

b. Contractor PM and VA PM are informed within twenty-four (24) hours of any employee termination.

c. Acquisition sensitive information shall be marked "Acquisition Sensitive" and shall be handled as "For Official Use Only (FOUO)".

d. Contractor does not require access to classified data.

7. Regulatory standard of conduct governs all personnel directly and indirectly involved in procurements. All personnel engaged in procurement and related activities shall conduct business in a manner above reproach and, except as authorized by statute or regulation, with complete impartiality and with preferential treatment for none. The

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general rule is to strictly avoid any conflict of interest or even the appearance of a conflict of interest in VA/Contractor relationships.